

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

EDUCATOR - PROVISIONAL

POSITION CODE: 13105  
Effective: 5-1-01

DISTINGUISHING FEATURES OF WORK:

Under direct supervision of an education administrator and/or with professional directions from an Educator, for a period not to exceed two years for those holding a provisional certificate or not to exceed one year for those holding a provisional alternative certificate, follows a well-defined and outlined teaching program; teaches specialized classes to promote the habilitation and daily living skills of adults with developmental and/or mental disabilities or, teaches adult general education development or, teaches kindergarten, elementary or secondary school subjects; assists the Educator in the preparation and/or collection of requested materials and data for specified students; prepares to become fully qualified in the area of specialization and to meet Illinois requirements for certification.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Teaches subjects to students in instructional areas previously defined by the education administrator or Educator; encourages positive motivation of the student.
2. Prepares and/or collects requested materials and data for specified students with developmental disabilities; prepares behavior check sheets; records behavior data and assists Educator in collecting and preparing instructional aids and materials; develops supportive background information for use of Educators in making program decisions.
3. Uses manual signing skills to more effectively instruct children with hearing impairments.
4. Observes the actions of students; discusses observations with the Educator in charge; informs Educator of student's positive and negative behavior.
5. Accompanies small groups on trips and assists the Educator in maintaining supervision on field trips and in the classroom.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## EDUCATOR - PROVISIONAL (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires a bachelor's degree and a current Provisional Certificate in the area of specialization appropriate to the subject matter and type of students served.

OR

Requires a bachelor's degree, five years of experience in the area of the individual's education, and a current Provisional Alternative Teaching Certificate in the area of specialization appropriate to the subject matter and type of students served.

#### Knowledge, Skills and Abilities

Requires training in adult education, ability to communicate and instruct adults of all levels of competence when assigned adult students in general education development.

Requires training in special education, ability to communicate and instruct students with physical and/or mental impairments/disabilities when assigned to students with impairments/disabilities.

Requires working knowledge of classroom procedures and how to instruct students.

Requires elementary knowledge of behavior patterns of students living in an institutional environment.

Requires elementary knowledge of behavior modification principles.

Requires a written and spoken knowledge of a foreign language at a colloquial skill level when necessary to instruct non-English speaking students; requires manual signing skill and proficiency in communicating with individuals with hearing impairments.

Requires ability to relate to students with extreme and profound emotional problems.